



**Notice of Funding Availability for HUD's FY 2013  
Housing Counseling Training Grant Program  
Frequently Asked Questions  
03/22/13**

**Q:** *We are a SHFA. We do not employ counselors but administer a state wide network of approximately 60 HUD and Non-HUD approved homeownership counseling agencies. Does the fact we do not directly employ housing counselors make us ineligible to compete for an award?*

**A:** **No. Your eligibility to apply is not based on the direct employment of housing counselors. However, the agency must meet experience requirements and have the ability to provide training for counselors on a nationwide basis.**

**This Training Grant supports training of the housing counselors so that they can provide improved services to their clients. HUD is encouraging applicants (national training providers) to partner with State Housing Finance Agencies to identify needs, conduct research and/or complement the national training content with state specific information, and undertake other activities to implement their proposed work plan.**

**Q:** *As a SHFA can we use the award to bring trainings such as NeighborWorks place based trainings into the state?*

**A:** **HUD is encouraging applicants (national training providers) to partner with State Housing Finance Agencies to identify needs, conduct research and/or complement the national training content with state specific information, and undertake other activities to implement their proposed work plan. The agency must meet experience requirements and have the ability to provide training for counselors on a nationwide basis. The training must be available nationwide and accessible to housing counselors regardless of location. The training can be delivered by a variety of modes allowing such accessibility and must address the six housing counseling topics required by the Dodd-Frank Act.**

**Q:** *Is the Training Grant available to housing counseling agencies to assist them in providing training to their clients?*

**A:** **No. This Training Grant supports training of the housing counselors so that they can provide improved services to their clients.**

**Q:** *I have two questions about the NOFA that was released today. First, does a SHFA have to participate in the Comprehensive Housing Counseling Grant for 2013 to apply for the Housing Counseling Training Grant?*

**A:** **No, a state housing finance agency ("SHFA") does not need to apply for the Comprehensive Housing Counseling Grant to be eligible for the Training Grant. However, the agency must meet experience requirements and have the ability to provide training for counselors on a nationwide basis.**

**Q:** *Second, under the "Eligible Applicants" section, it says, "Applicants must have at least two years of experience providing housing counseling training services **nationwide** to housing*

*counselors....” The same paragraph suggests that organizations consider partnering with a State Housing Finance Agency rather than applying directly. However, I don’t know of any State Housing Finance Agency in the business of providing nationwide training to counselors. We provide lots of training to our counselors, but only those that are located in the State of Ohio. Can you please clarify this requirement?*

**A: HUD is encouraging applicants (national training providers) to partner with State Housing Finance Agencies to identify needs, conduct research and/or complement the national training content with state specific information, undertake other activities to implement their proposed work plan.**

*Q: This is different than the NOFA due 3/18/13?*

**A: Yes, it is different. This NOFA is for the Housing Counseling Training Grant, with an application due date of April 19. It will support nationwide training for housing counselors. The application that is due on March 18 is for Comprehensive Housing Counseling activities.**

*Q: Can you confirm whether or not audited financials are required? We have financial statements prepared by a CPA, but they are not audited. Thanks for your help.*

**A: See page 13 of the NOFA, regarding financial audits: Financial Management Systems. Applicants selected for funding must provide documentation demonstrating that the applicant’s financial management systems satisfy the requirements in the applicable regulations at 24 CFR 84.21(b) and 85.20(b). Consistent with the requirements of the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-07), if the applicant expended \$500,000 or more in federal awards in its most recent fiscal year, such documentation must include a certification from, or a copy of, the most recent audit by the applicant’s independent public accountant attesting to the fact that the applicant maintains internal controls over federal awards, complies with applicable laws, regulations, and contract or grant provisions, and prepares appropriate financial statements. The applicant will have at least 30 calendar days to respond to this requirement. If an applicant does not respond within the prescribed time or responds with insufficient documentation, then HUD may determine that the applicant has not met this requirement and may withdraw the award offer. If an applicant has not expended \$500,000 or more in federal awards in its most recent fiscal year, HUD, or its assignee may conduct an audit of the applicant’s financial system. HUD will work with the applicant to meet federal financial management system standards prior to HUD releasing funds.**

*Q: The NOFA says that Applicants must demonstrate at least two years of experience providing training to housing counselors on a national scope. What exactly does that mean? The agency must show that they providing training to other counselors beyond the state or within their state.*

**A: To meet this requirement, Applicants must have provided housing counseling training for at least two years. This training must have been available nationwide and accessible to housing counselors regardless of location. The training can be delivered by a variety of modes allowing such accessibility and must address the six housing counseling topics required by the Dodd-Frank Act.**

*Q: We have a question in regards to RF 1; the Performance/Grants Requirements says it is not required for past HUD awardees. Does HUD have the information for this piece or do you suggest we complete it?*

**A: Previous HUD grantees may respond to this factor, discussing performance relative to goals and how well they satisfied program requirements. HUD may also use its own records to evaluate compliance issues.**

*Q: What is a Participating Agency?*

**A: HUD Handbook 7610.1 defines a Participating Agency. Participating Agencies are all housing counseling and intermediary organizations participating in HUD's Housing Counseling Program, including HUD-approved agencies, affiliates and branches of HUD-approved intermediaries, HUD-approved MSOs, and State Housing Finance Agencies. Information on becoming a HUD-approved housing counseling agency can be found at: [www.hud.gov/housingcounseling](http://www.hud.gov/housingcounseling) .**